MEMORANDUM

TO: District Superintendents and Charter School Administrators

FROM: Hayford Gyampoh, Deputy Associate Superintendent, IT
                  Brian Owin, Acting Deputy Associate Superintendent, Research and
                  Evaluation

DATE: June 8, 2004

SUBJECT: Year End Enrollment Report
                  (REF#: RE04013-E)

DUE DATE: July 16, 2004- 2004 Year End Enrollment Report

This memo is to inform you that the online application for Year End Enrollment is open for data entry and submission. This application can be accessed through the Common Logon, located in the upper right hand corner of the ADE's homepage: http://www.ade.az.gov/. **Please be aware that, as we move toward creating a Year End Report from the data collected in SAIS, these data will also be taken from your school's SAIS submissions for comparison purposes. The ADE will use data that exist in SAIS to aggregate a report for those schools that do not submit information through the Year End Enrollment application. In the future, the Year End Report will be extracted from SAIS data.** Your assistance is greatly appreciated.

The Year End Enrollment data are used to compute student attrition and retention rates, which are part of the high school Achievement Profiles. A.R.S. 15-241.B states, "Each school shall submit to the department any data that are required and requested and that are necessary to compile the achievement profile. A school that fails to submit the information that is necessary is not eligible to receive monies from the classroom site fund established by §15-997."

Any data not submitted through the application by the submission deadline will be taken from SAIS. Please do your best to ensure all codes are sent up to SAIS before August 15, 2004.

Due Dates

For those utilizing the on-line application outside of SAIS, Year End Enrollment data for the 2003-2004 school year are due to the ADE by July 16, 2004. For those that will NOT be submitting this information via the Year End Enrollment application, please have all codes sent to SAIS before the deadline of August 15, 2004.

Online Assistance

To help you prepare your data and submit them in a timely manner, the ADE has provided the following tools that you can access from the Research and Evaluation website at www.ade.az.gov/researchpolicy:

- ➤ *Year End Enrollment User Manual* - provides step-by-step instructions for using the online forms to submit data for each school that is required to submit Year End Enrollment data.
- ➤ *Year End Enrollment Code Descriptions Manual* - provides detailed instructions about each of the Year End Enrollment codes and how to assign them to students.

Questions or Concerns

If you have any questions or concerns, please email them to gradrate@ade.az.gov